

## Assessment Policy

---

### Purpose

The purpose of this document is to set out the College's policy in relation to the assessment of students in Australian award programs.

---

### Applicability

This policy applies to all current College students enrolled in an Australian award program, staff and independent contractors.

---

### Definitions

"Live assessment" means an assessment completed in real time with a lecturer or other assessor, such as an oral assessment.

---

### Extension

In the PLT Program, if a student is unable to complete a task or activity by the date scheduled for submission, they must contact the lecturer in advance to request an extension.

In Postgraduate Programs, if a student is unable to complete an activity, whether assessable or non-assessable, by the date timetabled, they must contact the Teaching Fellow/lecturer in advance in accordance with Rule 5 of the Assessment Rules.

---

### Special consideration

If a student believes that their performance in a Subject or assessment task is being, or has been significantly affected by illness, misadventure or other circumstances outside of their control which may impact on their performance in an assessment, their ability to submit assessments on time or to participate in the Subject, they may be eligible for special consideration.

If a student requires special consideration due to a disability or if they are experiencing disadvantage (not including lack of skills in reading and/or writing English) which might cause them difficulties in assessments, they must apply in writing to the Program Director. They should include a medical certificate and/or other relevant evidence in their application.

An application for special consideration must be made as soon as practicable when a student becomes aware of the circumstances and their impact.

---

**Name of Policy** Assessment Policy  
**Category** Academic  
**Policy Owner** Chief Academic Officer

**Document Type** Policy  
**Information Classification** OPEN  
**Last Updated (version)** 13 September 2024

Special circumstances do not include employment workload, new employment, technology problems, travel plans or holidays.

The Program Director or their delegate may make special arrangements including but not limited to extending a timetable, approval of deferral, re-submission of assessment and/or additional time for an assessment.

**Identification for live assessments**

Students must supply photo identification (for example a driver’s license or proof of age card) at all live assessments if asked for.

If a student does not provide acceptable identification they may, at the discretion of the invigilator/assessor, be excluded from the assessment.

**Assessment locations**

If attendance in person is required for an assessment, students will be expected to undertake the assessment at the location nominated by the College.

If a student wishes to undertake an assessment at a different location, they must apply to the Director of Customer Engagement and Student Services in writing at support@collaw.edu.au 21 days before the date of the assessment and provide reasons for their request to complete the assessment at that location. It is also the student’s responsibility to find an academic institution acceptable to the College willing to administer the assessment(s). The arrangement of an alternative location depends on the College being satisfied with the alternative arrangements proposed by the student and the availability of any particular alternative cannot be guaranteed. If the student’s application is approved, it may be that there will be fees charged by the institution where the assessment will take place – this will not be the case where the personal assessment is at College premises. The student will be responsible for the payment of any fees charged by the institution where the assessment is held. Payment details will be advised following finalisation of arrangements.

In some circumstances, an assessment that normally requires attendance in person may be undertaken by video or web conference. In these cases, the student will be required to pay all costs associated with a video or web conference. The

<b>Name of Policy</b>	Assessment Policy	<b>Document Type</b>	Policy
<b>Category</b>	Academic	<b>Information Classification</b>	OPEN
<b>Policy Owner</b>	Chief Academic Officer	<b>Last Updated (version)</b>	13 September 2024

---

College will not approve an oral assessment being conducted by telephone unless the identity of the student can be identified to the satisfaction of the College.

---

**Assessment via video conference**

Students must be alone and in a private space where they will not be interrupted during a live assessment via video conference.

---

**Timetable and attendance**

Live assessments will be on the dates and at the times shown in the relevant calendar or timetable.

For individual assessments, students may be required to book a time with their lecturer or assessor. Where appropriate, the Program Director, Director of Customer and Student Engagement or their delegates may allocate the times of those assessments.

The College may reschedule assessments for any reason and will notify the affected student of the changes.

The Program Director, Director of Customer and Student Engagement or their delegates may refuse permission for a student to undertake an assessment if, where required, they:

- a) Have not satisfied the attendance and participation requirements;
  - b) Have not completed all tasks, activities and tests to a competent level;
  - c) Do not produce acceptable identification;
  - d) Do not attend; or
  - e) Attend more than 15 minutes late.
- 

**Absence from an entire oral assessment in the PLT Program**

In the PLT Program, if, through circumstances beyond a student's control, they are unable to attend an oral assessment they must notify their lecturer in writing, no later than one working day before the date of their assessment.

The lecturer, in consultation with the Program Director, may make any special arrangements as the Program Director or their delegate thinks fit. A fee may be charged where alternative assessment dates are arranged. The Assessment Rescheduling Fee amount is listed under Fees on the College website.

---

**Name of Policy** Assessment Policy  
**Category** Academic  
**Policy Owner** Chief Academic Officer

**Document Type** Policy  
**Information Classification** OPEN  
**Last Updated (version)** 13 September 2024

**Absence from a workshop in the PLT Program**

---

If a student is unable to attend a compulsory workshop, they should contact the Program Director or their delegate at the earliest opportunity to arrange an alternative time to complete their workshop in accordance with the Program Manual.

---

**Use of materials and equipment in assessments**

During formal assessments (including performances and oral assessments) students are only allowed to use the material and equipment as indicated in the assessment instructions.

---

**Use of Generative AI**

If students are considering using Generative AI, they must take care to use it in a professional and responsible way noting the following:

- a) Students must comply with the Academic Conduct Policy which prohibits the unauthorised use of artificial intelligence tools or applications.
- b) Students must comply with the instructions for the relevant task which may specify, prohibit or restrict the use of Generative AI.
- c) Students must not input any College of Law fact patterns, materials or resources or any confidential information, into the Generative AI platform or search fields. This may be a breach of confidentiality and/or intellectual property rights.
- d) Students must not use their College student ID/email to sign up to a Generative AI platform.
- e) If a student does use Generative AI to support their work, this should be acknowledged in their output. In practice, lawyers and legal professionals will be expected to inform their managers if Generative AI has been used in producing any work.
- f) Generative AI is not always accurate and can make things up. It is a student’s responsibility to ensure that they critically analyse any output and check that output for accuracy, as well as other issues that may arise.

Students should be mindful of any Generative AI policies that their employer may have if the course that they are enrolled in permits them to use internal resources when completing their coursework.

---

**Return of work/re-marking**

Procedures are in place to ensure that grading is carried out fairly and consistently. Before final grades are issued:

- a) Any inconsistencies in grading are investigated; and

<b>Name of Policy</b>	Assessment Policy	<b>Document Type</b>	Policy
<b>Category</b>	Academic	<b>Information Classification</b>	OPEN
<b>Policy Owner</b>	Chief Academic Officer	<b>Last Updated (version)</b>	13 September 2024

---

b) Fail grades are reviewed.

---

**Notification of results**

Students may access their results online. They can only access their own details.

Results will be posted online as soon as they are available.

After completing a course, a transcript of final results in each Subject will be made available to students where applicable.

Students should ensure that the College has their correct email and postal addresses for correspondence after the Program concludes, if it is not the address shown on the student's records at enrolment.

Students in Part Programs receive only a Certificate of Completion which notes Subjects successfully completed.

---

**Supplementary oral assessments in the PLT Program**

If a student does not pass an oral assessment in the PLT Program at their first attempt, they will be required to re-sit an oral assessment in the relevant assessment. The student may be required to undertake remedial work, including mentoring, before being eligible to sit a second oral assessment.

The maximum grade that can be awarded to a student sitting a supplementary oral assessment is a Pass grade.

Students should contact [support@collaw.edu.au](mailto:support@collaw.edu.au) to arrange a time for a supplementary oral assessment.

---

**Consequences of failure of a Subject after a supplementary assessment**

In the PLT Program:

- a) If a student fails the Subject twice they must contact the Program Director to arrange mentoring by their lecturer or other nominee of the Program Director and to discuss the failed assessments. The lecturer or nominee may require the student to satisfactorily complete additional work.
- b) A student may then apply to the Assessment Review Committee (ARC) for permission to do a third assessment. If their additional work is satisfactory, the lecturer may make a recommendation to the ARC, in support of the student's application.
- c) If the ARC refuses permission for a third assessment, the student must transfer to a subsequent offering of the

**Name of Policy** Assessment Policy  
**Category** Academic  
**Policy Owner** Chief Academic Officer

**Document Type** Policy  
**Information Classification** OPEN  
**Last Updated (version)** 13 September 2024

---

program to complete the Subject, pay the appropriate fees, do the coursework required by the ARC and undertake assessment during that offering, unless the ARC determines that a different procedure is appropriate in the circumstances.

In Postgraduate Programs:

- a) If a student fails a Subject, they must:
  - i) Re-enrol in a subsequent offering of that Subject (if a core subject);
  - ii) Pay the appropriate enrolment fees; and
  - iii) Undertake the assessment.
- b) If a student fails the same Subject twice or fails a second Subject within the Program, the Program Director and/or delegate may limit the number of subjects in which the student can enrol in.
- c) If a student fails the same Subject thrice or fails a third Subject within the Program, the student must make an application to the ARC for guidance on further progression through the program.

If the ARC grants permission for a third attempt and the student fails the subject on the third attempt, they will be excluded from the Program for up to 12 months unless they are able to show cause to the ARC as to why a different outcome is appropriate in the circumstances. The period of exclusion shall be determined by the ARC.

A student may make a written submission and/or address the ARC in person.

Appeals from decisions of the ARC are covered under the Assessment Rules.

---

### **Revocation of academic awards**

The College reserves the right to revoke an academic award in circumstances where the College believes on reasonable grounds that the award should not have been conferred due to administrative error, irregularities in respect of eligibility or otherwise pursuant to compliance with the rules, policies and Program Manuals of the College.

---

### **Related policies**

Assessment Rules  
 Postgraduate Programs – Management of Extension, Special Consideration and Late Deferrals Process

---

<b>Name of Policy</b>	Assessment Policy	<b>Document Type</b>	Policy
<b>Category</b>	Academic	<b>Information Classification</b>	OPEN
<b>Policy Owner</b>	Chief Academic Officer	<b>Last Updated (version)</b>	13 September 2024

Support for Students Policy  
Support for Students Procedure

---

<b>Name of Policy</b>	Assessment Policy	<b>Document Type</b>	Policy
<b>Category</b>	Academic	<b>Information Classification</b>	OPEN
<b>Policy Owner</b>	Chief Academic Officer	<b>Last Updated (version)</b>	13 September 2024

WARNING – Uncontrolled when Printed! Please destroy this copy 7 days after date printed. The current version of this document is available at <http://col-gate.collaw.edu.au>